

MEMORANDUM

Purchasing #18-075
June 4, 2018

To: Gregory P. Harrison, City Manager
Through: Otis J. Thomas, General Services Director
From: Jeff English, Purchasing Agent
Subject: Award RFP E-09-18 Post Disaster Emergency Catering Services

Contract Need/Background

Request for Proposals (RFP) #E-09-18 was issued to select primary and alternate firms to provide, to the City of Pompano Beach, post-disaster emergency catering services.

The notice list for this project was created by using companies suggested by the requesting department, companies that have responded to prior solicitations, companies that have requested their names be placed on the notice list, and companies from appropriate listings in other sources.

Number of firms submitting proposals.....3
Number of firms submitting responsive proposals.....2

Advertising

The RFP was advertised in the Sun Sentinel, and notices were sent to bid notice agencies throughout the nation. The RFP package was also posted on the City's eBid System for download by interested firms and notice sent to all registered bidders by email.

Selection/Evaluation Committee

Two (2) acceptable responses were received to the solicitation. The Selection-Evaluation Committee met on June 4 (in a public meeting) to review and evaluate the responses. All responses were reviewed, and the Committee ranked the firms. Copies of the minutes of the meeting, and the voting matrix and scoring sheets, are attached.

Market Research

Six (6) local Pompano Beach catering firms were invited to respond to the solicitation.

Recommendation

The recommendation from the Selection/Evaluation Committee to the City Commission is to approve the ranking order, and authorize the City staff to negotiate a primary contract with DRC Emergency Services, LLC, and an alternate contract with Piccadilly Holdings, LLC DBA Piccadilly.

attachments
cc: file